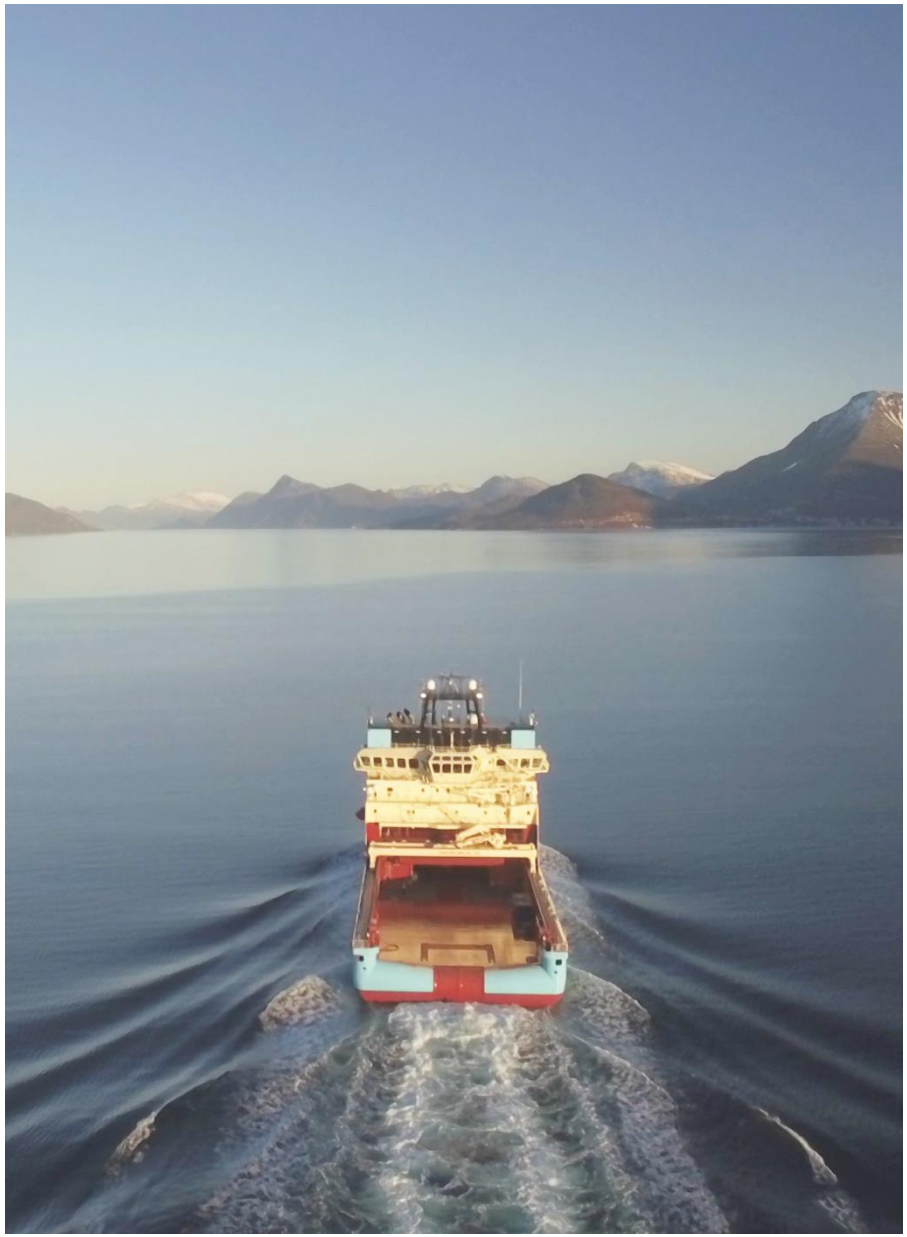
Employee Handbook

September 2020

MAERSK SUPPLY SERVICE



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MAERSK SUPPLY SERVICE

Introduction to the Employee Handbook

Maersk Supply Service is a leading provider of global offshore marine services and integrated solutions for the energy sector worldwide.

We serve the energy sector with a fleet of 44 vessels manned by more than 1,100 crew members and supported by around 200 onshore staff worldwide. Maersk Supply Service brings more than 50 year's hands-on marine experience in performing complex operations at sea.

Mission

Building on our 50-year legacy, we support our customer's long-term success by offering safe and efficient offshore solutions, maximizing value through aligned incentives.

Vision

Actively taking part in solving the energy challenges of tomorrow.

Providing a common platform

Every one of our businesses across the globe is committed to empowering employees to achieve and surpass their potential. In order to do so, employees must be able to find their way in their workplace and understand the terms and conditions of their employment.

This Employee Handbook is important to all of us, as it provides the common platform and shared values with which we carry out our work.

With the framework set out by the Employee Handbook, we have a common standard for our work and a mutual understanding when we act, interact and collaborate across the various functions as Maersk Supply Service employees.

Understanding day-to-day business

The Employee Handbook provides the employees with support in understanding day-to-day business of Maersk Supply Service, from a wide variety of benefits available to the employees in Denmark to workplace safety.

All employees are urged to read the Employee Handbook, as it answers many of the questions which employees have, and to familiarize with Maersk Supply Service intranet to keep yourself updated on company stories, news, information and guidelines from all departments.

MAERSK SUPPLY SERVICE

Scope

This Employee Handbook is presented exclusively for employees of the company Maersk Supply Service A/S, including employees expatriated to the company, unless specified otherwise. Student assistants are in addition to this covered by Student Handbook.

The Employee Handbook is a point of reference covering benefits and policy matters which may arise during employment and should be regarded as an integral part of the employment contract of the individual employee.

Rules and policies of this Employee Handbook may be supplemented by internal policies or rules.

A.P. Møller - Mærsk A/S has issued mandatory Governance Commitments consisting of Core Values and Policies, which apply to all employees globally, and Rules which apply to relevant job functions. The Governance Commitments and information about "Commit", the Governance Framework, can be found on the intranet.

It is the individual employee's responsibility to read, understand and follow the above-mentioned regulations, which are relevant for the employee's function and areas of responsibility.

For any further information or questions about the Employee Handbook or other regulations in general, employees are encouraged to contact their manager and local HR.

Our Core Values and Policies apply to all of our employees globally.

Core Values
Our values will continue to guide us in our endeavors – today and tomorrow.

Constant Care
Take care of today, actively prepare for tomorrow

Humbleness
Listen, learn, share and give space to others

Uprightness
Our word is our bond

Our Employees
The right environment for the right people

Our Name
The sum of our values, passionately striving higher

Policies
The Policies put our values into practice, and together with our values, govern how we conduct ourselves and how we engage with customers, colleagues, suppliers and the community.

Business Approach
We pursue profitable business and responsible leadership within our industries

Our Brand
We engage with customers, other stakeholders and colleagues to promote and protect our brand

Health and Safety
We conduct our business in a safe manner

Legal Compliance
We are committed to comply with applicable laws and regulations

Our Working Culture
We provide our employees with opportunities to develop and succeed

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Working for the company

Equal Employment Opportunities

Maersk Supply Service is a global business and we aim to reflect the communities in which we operate, as well as attract talent from the broadest pool possible.

The company is committed to providing positive, productive and supportive working environments where all employees are valued and inspired to be the best they can be. We base our diversity and inclusion work on the principles that diversity benefits business results, that we will treat every employee with respect and dignity and that we will not tolerate discrimination or harassment of any kind. We will always choose the best person for the job and employment-related decisions are based on a variety of relevant factors such as qualifications, skills, performance and relevant experience.

Specific activities and initiatives under the diversity and inclusion scope are reported annually in the Sustainability Report.

Joining the company

During the first two weeks of employment, preferably on the first day, all new employees are invited for a short introduction which also includes practical information and an overview of the general working conditions and benefits.

Career Development

Career development in Maersk Supply Service is not only about moving to a higher-level position, more importantly, it is about continuously improving and delivering a stronger contribution in the current role. It is important for the employees to consider these questions in their career plan, to grow their experience and to make meaningful career steps:

- Which position or job is best for me and my career?
- Where can I contribute the most for the business?
- Which positions or jobs offer me the best development opportunities?

People Performance Management

Maersk Supply Service considers performance an essential part of the employee's terms of employment, which helps employees to perform effectively by providing answers to the four questions:

- What am I accountable for?
- Why is what I do important?
- How am I performing?
- How should I develop to improve?

"In our daily work, the values of 'Uprightness' and 'Our Employees' mean that transparency and accountability in everything we do go hand in hand with being an inspiring, challenging place to work. Living by our distinctive values results in a shared passion and commitment to continually striving higher."

Training and development

The company seeks to create learning opportunities for all employees in the Company in order to accommodate the different learning needs that arise throughout a career. There are countless learning opportunities to fulfil these needs, although not all opportunities are equally effective. In order to find the most effective match between the learning need and learning opportunity, we have described our learning philosophy in the following section.

The Company's learning philosophy is inspired by scientific research that suggests that practical working experience – supported by systematic reflection– is the most efficient learning method and the most efficient driver of behavioral change. The 70/20/10 principle is not an expression of actual working hours but rather an indication of how the time the individual spends on learning should be distributed. Over time, approximately 70% of an employee's development should come from on-the-job experience, 20% should come from interaction, coaching and discussion between managers and colleagues, and 10% should come from courses and training programmes.

It is the employee's responsibility to reflect on the capabilities needed in the job, and whether he or she needs additional skills to meet the challenges of the position. Therefore, it is always the employee's own responsibility to make this learning need apparent to his or her manager. However, it is the manager's specific responsibility to help the employee to reflect on job experiences and challenges in his or her current position as well as development areas.

Personal data

Personal data Protecting the security and privacy of employees' personal data is important to the Company; therefore, we aim to conduct our business in compliance with applicable laws on data privacy.

The information below will explain what personal data the Company may collect, how that data may be used and with whom it is shared.

The full version of the Company's information to employees on the handling of personal data is available on the intranet.

Collecting and processing of personal data

The company collects personal data from employees directly or receives it from other sources such as public authorities (e.g. for payroll and tax purposes) or vendors (e.g. for a company credit card).

Some of the personal data we request is voluntary and some is required by law. The personal data we process includes the information that has been collected as part of the recruitment process and during employment, e.g. name, contact details, CV, age, salary and other benefits, bank account details, personal assessments (e.g. PI and PLI), performance appraisal data and scores, languages, employment history, education, training, visas, work and residence permits, social security number/ national ID number, passport information, unique ID, photos and information about next of kin/dependents.

Sharing of personal data

Personal data will be available to and processed by relevant managers, HR professionals in the Maersk Supply Service HR department, IT, and Risk Management, Servicedesk and other relevant departments. The recipients only have access to the personal data to the extent that is necessary for performing their work duties and employment administration.

Personal data in "Organization Chart", including name, UID, work email, contact details, position/title, reporting lines, and location is available to other Maersk Supply Service employees worldwide as well as external consultants working for the company with access to the systems.

Maersk Supply Service engages external vendors in some of the purposes for which we process personal data, e.g. payroll providers, consultants conducting personality assessments, employee survey providers, IT forensics and hosting providers, all of which are subject to strict confidentiality obligations.

Personal data may also be shared with third parties outside the company, which then process the personal data for their own purposes. For example, we may share data with pension providers and immigrations services and public authorities in general as allowed and/or required by law.

Transfer of personal data

Personal data will be stored by the Company and/or by third-party service providers located worldwide and may be accessed by Maersk entities globally on a need to know basis. The list of Maersk entities can at all times be found in the Maersk (Group) annual report.
Engaging in recruitment dialogue with other Maersk entities will result in sharing of all employment relevant data between HR departments without consent or notification.

Please note that personal data may be transferred to countries which do not provide an adequate level of protection of personal data. To ensure the safety of personal data, the transfer of personal data between Maersk entities will be based on either Binding Corporate Rules adopted by the Company or the European Commission's standard contractual clauses. Employees can request a copy of the Binding Corporate Rules or the Commission's standard contractual clauses relevant for the transfer of personal data by contacting dataprivacy@maersk.com. The Company may engage third-party service providers that will have access to and process personal data. If such third-party services providers process personal data outside of the EU/EEA, such transfer of personal data will either be subject to the EU-U.S. Privacy Shield or to the European Commission's Standard Contractual Clauses, including where the EU-U.S. Privacy Shield will be invalidated. Employees can request a copy of the agreement covering the transfer of personal data by contacting dataprivacy@maersk.com.

Monitoring of employees

For the purpose of ensuring smooth and secure operation of the Company's IT systems and technical solutions as well as to ensure compliance with Company policies, the Company collects and processes personal data about employees and their actions in regard to IT, the Internet, software, equipment, documents, emails and messages through logging, backups etc.

The personal data collected in log files, backups, emails etc., will only be accessed if deemed absolutely necessary for purposes relating to IT security, safety and security in general, protection against intrusion and viruses as well as for operational, documentation, restoring and control purposes. Access will merely be granted to a limited number of persons upon proper approval and in accordance with applicable law and relevant Company policies, including the rules on Misconduct Reports and Investigations and the Mandatory Instruction on Digital Forensic and E-Discovery.

Although private emails, messages and communication files and documents will be accessed to the extent allowed by law, employees are encouraged to protect private emails and messages by placing them in a folder in Outlook named "Private" or on a drive in a folder named "Private". Documents in "My Documents" will, as a starting point, be deemed business related. In any case, emails, messages, communication files and documents will only be considered private if they do not contain business related information or any inappropriate or illegal contents. Telephone calls will only be monitored if the employee has been notified in advance, unless permitted by law, e.g. in case of suspicion of criminal activities.

Legal rights

Employees may enjoy certain rights to a) gain access to the personal data processed about them; b) have personal data corrected if it is shown to be incorrect; and c) object to or complain about the processing of personal data. However, all of the above are subject to certain legal restrictions.

Regarding access, employees may, at reasonable intervals, review their own personal data (with the exception of any business confidential information) in the local HR department. This is done in the presence of an individual appointed by the Company. The employee may not remove the file, in whole or in part, from the HR department, but portions of the file may be photocopied unless otherwise mandated by law or regulation.

Questions regarding personal data can be directed to Legal or sent to legalcompliance@maersksupplyservice.com

Salary Management Principles

The company Salary Management Principles represent the company's approach when making decisions about the salaries of employees. Three core aspects of salary management are:

- Benchmarking against the market
- Salary setting
- Salary reviews

Benchmarking against the market

The company uses external benchmark data to make sure that we pay competitively in the markets where we operate, to enable the company to attract and retain talent. In order to pay competitively, it is first essential to define the market and compile relevant data.

It is also important to ensure an internal equity within the company, so that internal peers are compensated within the same range.

Salary setting

As a general principle, the company aims to be a competitive median market player regarding overall compensation. This means that we do not differentiate ourselves as an employer of choice through very high salary levels, but rather through other elements of total reward including outstanding career opportunities, a diverse and international workplace and our commitment to personal development and flexibility. Base salary reflects external and internal market value. External market value reflects the level of salary that the individual would be able to achieve in a comparable position in other companies. Internal market value reflects the level of salary being paid to comparable positions within a team, department or company. When considering external and internal market value, it is important to view those factors that will specifically enable an employee to reach higher performance in the role. These factors include, but are not limited to:

1. Experience,
2. Qualifications and
3. Sustained performance.

If an individual is a consistently high performer in the role over many years, it is natural to expect that he or she will be paid in line with the highest performers in the market for that position.

Salary reviews

The annual salary review is an opportunity to ensure that employee salary levels remain in line with their correct market positioning. The goal of the salary review is to maintain broad alignment with the external market. As a minimum, it is expected that the following elements occur in the salary review process:

1. Review of market movements;
2. Setting a salary budget based on the market movements;
3. All salaries are reviewed against relevant benchmark data for each role; and
4. Adjustments are made to individual salaries in order to maintain alignment against market data, within the overall salary budget.

Terms of employment

The following sections will describe the general terms and conditions of employment applicable to all employees of the company, and which supplement the employment contract of the individual employee.

Compensation

The company will provide its employees with compensation and employment-related benefits on a competitive basis according to the company's Salary Management Principles described above.

Salary

The individual salary appears on the employment contract between the employee and the company.

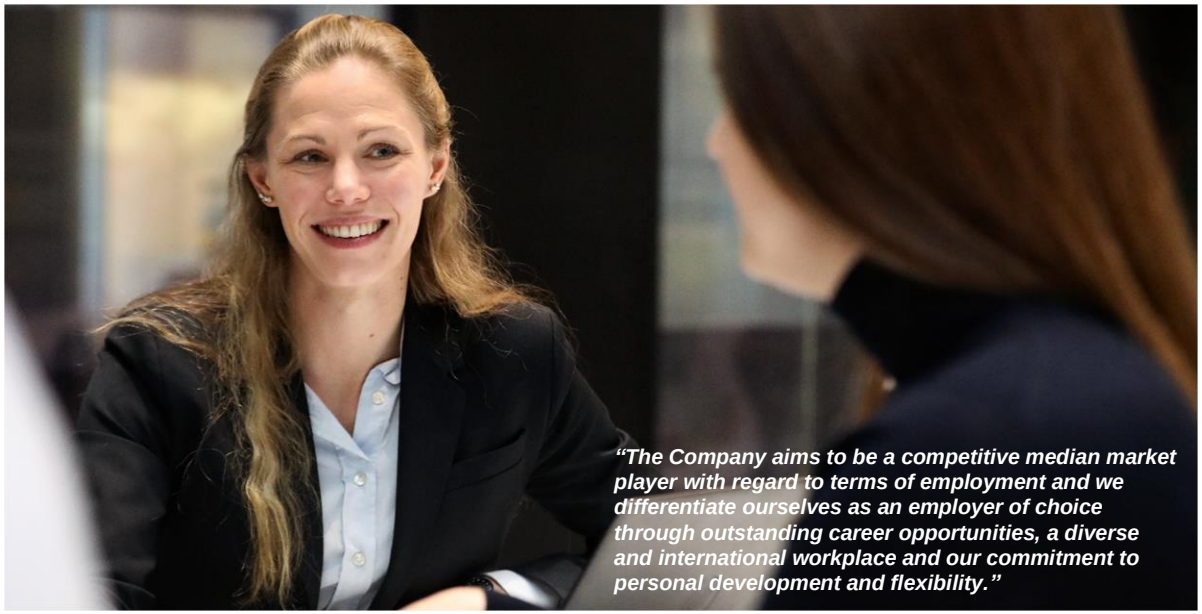
The salary is evaluated once a year, potentially from 1 April.

The salary is paid monthly no later than the second-to-last banking day of the month. The salary is deposited directly into the bank account that the employee has assigned as NemKonto.

Payslips are sent to employee's E-Boks each month.

The following items may be deducted from the monthly salary depending on the individual circumstances of the employee:

- Labour market contribution (AM-Bidrag)
- Income tax
- Supplementary Pension scheme (Arbejdsmarkedets Tillægspension ATP – subject to Danish social security)
- Contributions to pension scheme (if eligible), which also includes insurances covering disability, critical illness and death. More information is available on MyPension and password can be found in the FAQ.


"The Company aims to be a competitive median market player with regard to terms of employment and we differentiate ourselves as an employer of choice through outstanding career opportunities, a diverse and international workplace and our commitment to personal development and flexibility."

- Canteen contribution
- Fees for other company arrangements and societies that the employee is a part of.

Deadline for reporting changes to Payroll is the 15th of each month, but may be earlier due to public holidays. For more information please contact Payroll via the payportal CoZone.

Performance incentive schemes

Subject to the terms of their employment contract, employees will be enrolled in a variable performance incentive compensation scheme.

If the employee qualifies for performance incentive compensation, the payment of such will be calculated and awarded each year in April based on the company performance the previous year.

The performance incentive compensation is calculated from the employee's base salary and does not include the value of benefits, other bonus amounts or any allowances. The compensation is not pension eligible.

Celebrations and gifts

The following occasions are celebrated by the employee's department:

- Wedding
- Newborn baby or adoption
- Landmark birthdays
- First day of work
- Last day of work when retiring
- 25th, 40th and 50th anniversaries.

For anniversaries, the following gratuity and gifts are awarded by the Company:

- 25th: two months' salary as gratuity and a gift worth DKK 9,500
- 40th and 50th: three months' salary as gratuity and a gift worth DKK 9,500.

For the remaining occasions, the following gifts are awarded by the company. i.e. flowers, the company gifts.

Taxation of the gift will be covered by the company but the value will appear on the employee's payroll as taxable income.

Employees will in connection with their own wedding receive a gift from the company.

Expats are celebrated according to home base rules.

Furthermore, all employees, will receive a Christmas gift from the Company each year.

Working hours, presence in the office and working from home:

The company office hours are from 8.30am to 5.00pm, during which time the office should be manned.
In general, it is expected that work is carried out in the company's offices as our organisation and business model is designed for in-office work and collaboration.
We have chosen this as we have a high degree of co-dependence of functions and colleagues in our everyday work.
An added benefit is that it fosters improved learning and business understanding when colleagues interact in the office and it allows a knowledge sharing between individuals and teams.
However, individual situations may require shorter or longer periods or intervals of working from home for personal reasons and can be agreed and approved with individual SMT members.
In addition, colleagues may arrange flexibility in office hours, i.e. shifting their hours of presence to fit an earlier or later private schedule provided there is departmental coverage throughout the office hours.
Flexibility for ad-hoc situations (dentist, doctor, private delivery at home etc.) is handled directly between employee and their direct leader and the company is supportive of this flexibility when work allows it.

"The Company is committed to ensuring full compliance with applicable laws and relevant regulations concerning working hours, overtime, holiday and leave. As part of ensuring a successful work-life balance, it is Company policy to provide flexibility in planning working hours."

Reduced working hours for senior employees (phased retirement)

The company recognizes the contributions of a diverse workforce, including the skills and experience of senior employees. The company applies a phased retirement policy that aims to secure the continued engagement from our senior employees for the benefit of both the employee and the company.

Phased retirement allows for a change of working pattern so that an employee can reduce his or her hours gradually prior to retirement, allowing for succession planning and helping the employee to adjust to and prepare for retirement.

Employees are encouraged to discuss their retirement plans with their manager and the option of phased retirement. Phased retirement is subject to approval by the manager.
Phased retirement is optional and will only be applied upon request of the employee.

Employees should review their pension arrangements and seek guidance from their pension provider before making any decision on phased retirement plans.

Holiday

A new Danish Holiday Act in force 1 September 2020

The holiday entitlements provided by the Company are in accordance with the Danish Holiday Act. Below is an extract of the Act, outlining the main rules regarding holiday.

Earning holiday

Holiday with pay is earned by 2.08 days each month of employment and can be taken immediately after in the following month.

Consequently, an employee will qualify for 25 days of holiday with pay if the employee has been employed for a full year.

The holiday year starts in September and runs for 16 months until December the following year.
See example in the two tables.

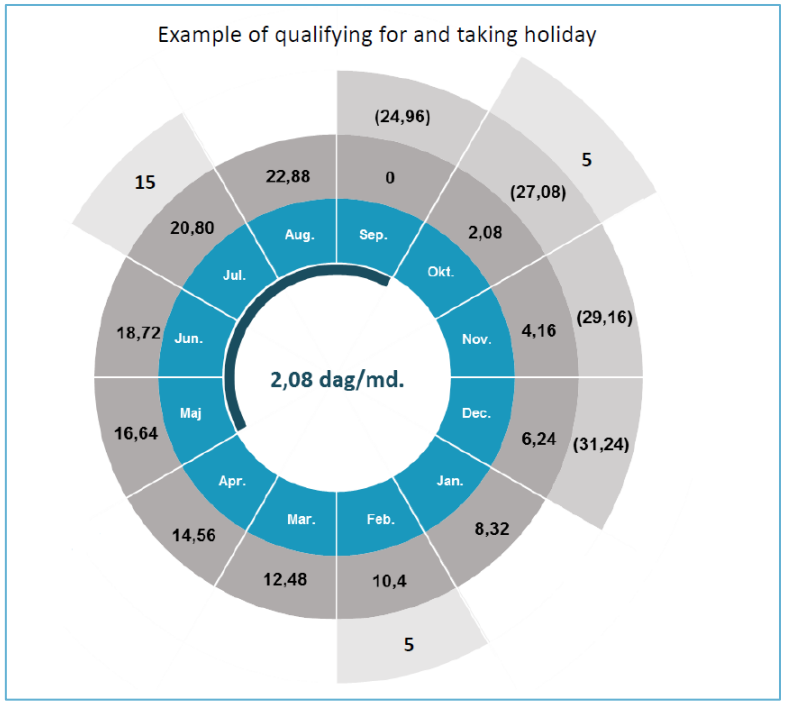
Planning and registration of holiday

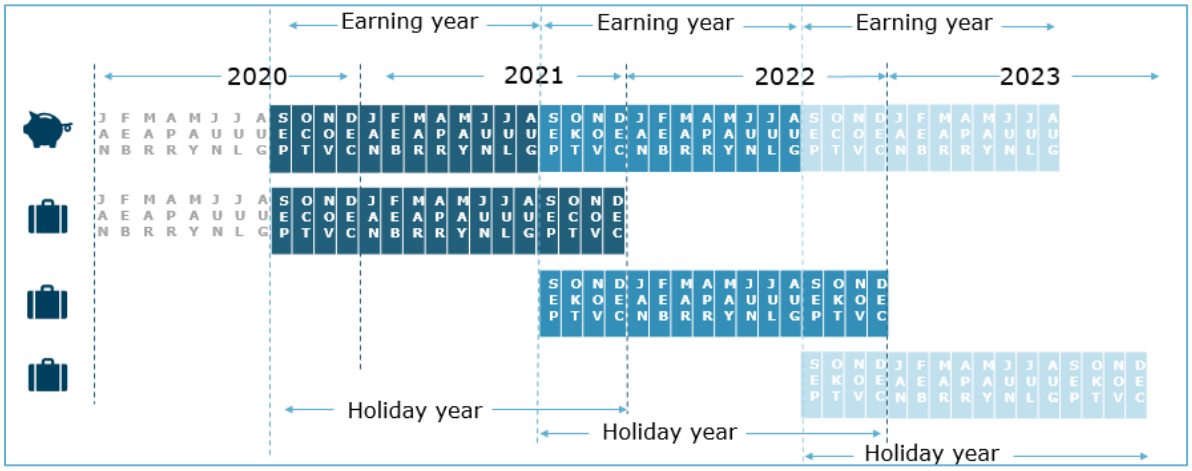
Holiday is planned and scheduled in the individual departments and teams with due consideration to the operation of the Company and the employees' wishes as to the timing of the holiday.

Summer holiday must be planned at least three months prior to the summer holiday season. Remaining holiday must be planned at least one month prior to the holiday in question. The final decision as to the timing of the holiday lies with the manager.

Employees are entitled to take 15 days of the holiday as a consecutive period during the summer period from 1 May to 30 September. The remaining holiday must be taken in periods of five consecutive days during a week, unless otherwise agreed with the manager.

All planned and approved holiday must be entered in CoZone by the employee and approved by the manager.





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Paid holiday cannot be taken in advance. For each day that the employee takes holiday that has not been earned, the monthly salary will be reduced by 4.8% of the monthly base salary.

When part-time employees take a week's holiday, five days must be recorded as holiday regardless of work-free days/hours during the week, which means that any work-free days/hours during a week are registered as holiday.

1% holiday supplement

A holiday supplement will be awarded in two installments together with the salary payment of May and August. The holiday supplement of May is based on the holiday entitled pay earned in the period from 1 September to 31 May. The holiday supplement of August is based on the holiday entitled pay earned in the period from 1 June to 31 August.

Suspended holidays from the transition period of the new Holiday Act (Holidays earned September 2019-August 2020)

As part of the transition into the new Holiday Act effective 1 September 2020, up to 25 days of all employees' holiday earned from September 2019 to August 2020 have been suspended and paid into the Fund for Suspended Holidays ("the Fund").

When employees qualify for payout the Fund will settle the suspended holidays directly with the employees.

Illness during holiday

If an employee reports sick before starting his or her holiday, the employee can postpone the planned holiday and take it later during the holiday year.

If the employee falls ill after commencing the holiday, the employee is entitled to compensatory holidays after five days of illness in each holiday year. This means that five days will be recorded as holiday. All subsequent sick days during holiday in the on-going holiday year are compensated by giving the employee the right to take the days later during the holiday year. The illness must be reported to the Company on the first day of illness and upon request the employee must submit a doctor's note as proof of the illness. The doctor's note must be paid for by the employee.
It is the employee's responsibility to keep track of the number of sick days during holiday and to ensure documentation of such by confirming the sick days during holiday in writing to the manager.

If the employee has earned less than 25 holidays with pay, the employee will be entitled to compensatory holidays after less than five days.

For example: an employee who has accrued 15 holidays with pay is entitled to compensatory holiday after the first three sick days (1/5 of 15).

Example:

- James takes 15 days of holiday during summer, but is ill during two of these days
- During autumn, he takes ten days of holiday but is ill during five of these
- James has been sick for seven days in total during the holiday year
- Consequently, he will be entitled to two compensatory days which he can take at a later time within the holiday year.

Unused holiday

All employees are required to take at least 20 days of holiday each year unless they are prevented due to sick leave or maternity leave.

One holiday week per holiday year can be paid out or transferred to the following holiday year.

A maximum of 15 days of transferred holiday can be accumulated, which together with the five weeks of holiday totals 40 days of holiday in any year.

Transferred holiday can be used together with holiday from current holiday year at a maximum duration of 20 days in a row, unless otherwise agreed with the manager.

By the end of the holiday year Payroll will transfer up to five unused holidays from the current holiday year and any accumulated holidays from previous years unless they are requested to be paid out.

Unused holiday that cannot be transferred or be paid out will be lost. Special rules apply in connection with leave due to childbirth or sickness.

Example:

Year 0	The employee takes 20 days of holiday and transfers five days to next year
Year 1	The employee takes 22 days of holiday and transfers eight days to next year (five from previous year + three)
Year 2	The employee takes 20 days of holiday and transfers 13 days to next year (eight from previous years + five)
Year 3	The employee takes 23 days of holiday and transfers 15 days to next year (13 from previous years + two)
Year 4	The employee takes 20 days of holiday and transfers 15 days from previous years to next year. As only 15 days can be transferred, five days are lost
Year 5	The employee takes 20 days of holiday and transfers 15 days to next year.

Paid time off

Additional Vacation Days

In addition to the 25 days of holiday provided by the Danish Holiday Act, the Company offers up to five Additional Vacation Days. The Additional Vacation Days are awarded each year in September. Next time in September 2021.

For new hires Additional Vacation Days are awarded according to below table effective 1 September 2020:

Month of employment start	Number of Additional Vacation Days
September or October	5
November or December	4
January or February	3
March or April	2
May or June	1
July or August	0

The Additional Vacation Days shall be taken in the period from 1 September to 31 August of the following year, subject to agreement with the manager.

Unused Additional Vacation Days cannot be paid out or transferred to the following holiday year. The days will be lost if they are not taken. This also applies to employees who leave the company.

Hourly paid employees will receive the cash value of the Additional Vacation days. The amount will be paid as a holiday allowance of 2.5% of the annual holiday entitled salary. The amount will be paid together with the October salary.

Danish public holidays

- Employees are entitled to paid time off on Danish public holidays. Danish public holidays are:
- New Year's Day (Nytårsdag)
- Maundy Thursday (Skærtorsdag)
- Good Friday (Langfredag)
- Easter Monday (2. Påskedag)
- Great Prayer Day (St Bededag)
- Ascension Day (Kristi Himmelfartsdag)
- Whit Monday (2. Pinsedag)
- Christmas Day (Juledag)
- Boxing Day (2. Juledag)

Company paid holidays

The Company grants paid time off on the following days:
- Constitution Day (½ day off) (Grundlovsdag)
- Christmas Eve (Juleaftensdag)
- New Year's Eve (Nytårsaftensdag).

Paid time off granted by the Company

The Company offers paid time off under any of the following circumstances:

Child's first day of illness

The Company gives parents, co-mothers and adoptive parents the right to take one day off from work on their child's first day of illness.

This is offered to employees who permanently or periodically live with their child below the age of 14.

The employee must notify their manager of the absence due to their child's illness as soon as possible, prior to the scheduled start of working hours.

In the event that the employee is required to collect a sick child during working hours, it will not be considered the child's first day of illness and the employee will be entitled to take the following day off.

- **Dentist's and doctor's appointments**
  Employees are allowed to attend appointments with a doctor or dentist during working hours where such appointments cannot take place outside of working hours.
- **Employee's own wedding**
  Employees are granted two paid days off from work in connection with their wedding. If the day of the actual wedding is a weekday, that day will also be granted as a paid day off.
- **Employee's own Silver Wedding/25-year wedding anniversary**
  Employees are granted one day off from work.
- **Employee's moving day**
  A maximum of one day off per calendar year is granted on a moving day of the employee.
- **Company-related exams**
  The actual duration of a Company-related exam is granted as time off work.
- **Attending funeral service**
  Employees will be granted one day off from work to attend the funeral service of a close family member. The Company also grants the necessary hours off to attend funeral services for other relatives and close friends. More days may be granted subject to agreement with the manager.

  Except for dentist's and doctor's appointments all absence mentioned above must be entered as "Other absence" in the payportal CoZone by the employee.

Leave of absence

Sick leave

Absence due to illness must be reported to the manager as soon as possible, but no later than the start of the scheduled working hours.

The employee is required to inform the manager of the estimated duration of the absence. The illness must also be entered into the payportal CoZone either by employee or the manager. If part-time illness has been agreed with the manager, the illness must be entered under "Part-time illness" in the payportal CoZone.

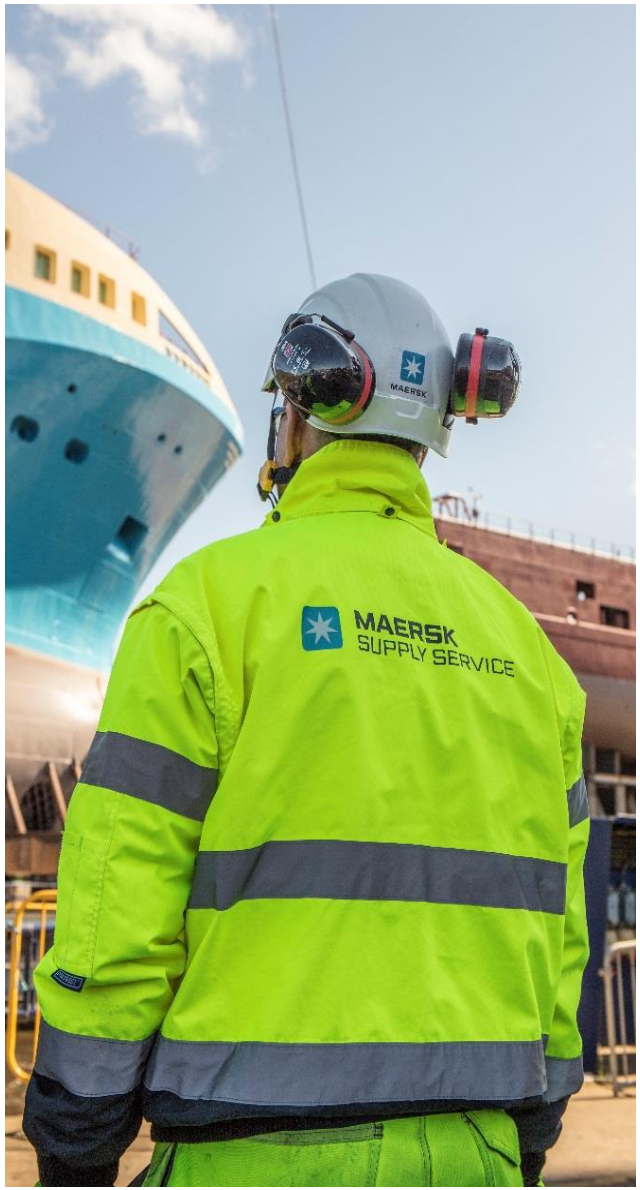
In order for the employee's department to obtain reimbursement of sickness benefits, it is important that Payroll is informed of the sickness as soon as possible by the employee's manager. Furthermore, the employee is required to respond to any enquiries from the municipality.

The employee must obtain written approval from the municipality of residence if the employee is planning to leave the country during sick leave.

The Company has the right to request a doctor's note or a 'fit for work' certificate if deemed necessary. The Company will cover the expense of such statement.

Employee health and well-being is a high priority for the Company, and in the case of long-term sickness the Company will interact with the employee in the recovery process.

The employee should therefore expect that the manager will contact the employee for a sick leave conversation no later than four weeks after the first sick day with the purpose of discussing when and how the employee can return to work with the support of the Company. Where possible, the manager will suggest initiatives to ease the employee's transfer back to work.



Illness due to pregnancy

A pregnant employee has the right to absence with pay if a doctor states that working will cause a threat to the unborn child or to the employee herself.

In such case the employee has to report sick to her manager as soon as possible and register the absence in the payportal CoZone as pregnancy illness in order for the Company to claim state benefits from the first day of the illness.

Leave due to childbirth or adoption

Employees are entitled to leave due to childbirth or adoption according to the Danish Act on Maternity Leave.

Leave periods, salary offered by the Company, state benefits during leave and the employee's obligation to give notice are outlined in the table below.

Salary entitlements described in this section do not apply to hourly paid employees. During leave due to childbirth or adoption, hourly paid employees are entitled to salary pursuant to the rules of the Danish Salaried Employees Act.

Leave periods must be notified in writing to the manager and Payroll via HR within the outlined notices below. Employees can send further questions to Payroll through the payportal CoZone.

Employees on the 48E tax scheme must confirm leave plans with HR as unpaid leave may influence eligibility for the tax scheme.

Leave due to childbirth

Period of leave	Period of full remuneration offered by the Company	State benefits (DKK 4,135 per week for 52 weeks total for both parents)	Employee's notice of leave to the Company
Pregnancy leave			
The mother is entitled to take pregnancy leave four weeks prior to the expected date of birth. The pregnancy leave ends on the actual date of birth.	Four weeks prior to the expected date of birth and until the actual date of birth.	Reimbursed to the Company.	At least three months prior to due date.
Maternity leave			
After the birth of the child, the mother is entitled to take 14 weeks of maternity leave.	14 weeks after date of birth.	Reimbursed to the Company.	Within eight weeks after the birth of the child.
Paternity leave			
The father or co-mother is entitled to two consecutive weeks of paternity leave within the period of the first 14 weeks after the birth.	Two weeks during the first 14 weeks after date of birth.	Reimbursed to the Company.	At least four weeks prior to the expected commencement date of the paternity leave.
Parental leave			
Both parents are entitled to up to up to 32 weeks of parental leave. Rules on extension and postponement of parental leave are described below.	During ten weeks of the parental leave. If both parents work for the Company, they are both entitled to ten weeks of parental leave with full salary.	Ten weeks of state benefits are reimbursed to the Company. Remaining benefits are paid directly to the employee.	Within eight weeks after the birth, including information on the duration and any extension or postponement of the leave.

Leave due to adoption

Period of leave	Period of full remuneration offered by the Company	State benefits (DKK 4,300 per week for 52 weeks total for both parents)	Employee's notice of leave to the Company
Collecting or receiving a child			
Adoptive parents travelling abroad to collect a child are entitled to leave from the day that they leave Denmark and until the child is legally allowed to leave the country of origin. However, the leave cannot exceed four weeks unless special circumstances apply.	Four weeks during leave to collect a child abroad	Four weeks during leave to collect a child abroad	At least three months' notice prior to the expected date of leave.
Adoptive parents who are receiving a child in Denmark are entitled to up to one week of leave prior to receiving the child, if the adoptive parents need to stay in a place other than their normal place of residence to collect the child. The right to leave may be extended by one week under certain circumstances.	The Company will pay full remuneration up to two months' notice prior weeks during leave to receive a child in Denmark.		Reimbursed to the Company. At least three to the expected date of leave.
Leave after collecting or receiving a child			
During the first 14 weeks after having received the child, one of the adoptive parents is entitled to adoption leave, if decided so by the adoption authorities in accordance with Danish law. The other adoptive parent is entitled to two weeks of adoption leave. If the child is collected from another country, the leave period commences on the day that the child is legally allowed to leave the country of origin. If the child is received in Denmark, the leave period commences on the day after the child is brought to the adoptive parent's home.	14 weeks or two weeks of leave respectively.	Reimbursed to the Company.	The 14 weeks' leave: Within eight weeks after receiving the child. The two weeks' leave: At least four weeks prior to expected commencement date of leave.
Parental Leave			
Same rules as parental leave due to childbirth (above) apply.			

MAERSK SUPPLY SERVICE

Conditions for salary entitlements during leave

Any entitlements to full salary as mentioned above are subject to:

1. The employee giving notice to Payroll and manager within deadlines in the table above.
2. The employee having or adopting the child during employment with the Company. Employees who had a child prior to employment with the Company or while being expatriated for work outside of Denmark will not be entitled to full remuneration according to this policy.
3. State benefits being reimbursed to the Company. If the employee is not entitled to state benefits, the Company will deduct from the employee's salary, the total amount of benefits that were to be reimbursed to the Company. It is therefore important that Payroll is notified within the deadlines above in order for the Company to apply for reimbursement according to local authorities' requirements.

Extension and postponement of parental leave

It is possible to extend or postpone the parental leave period. The employee cannot extend and postpone the leave at the same time.

The 32 weeks of parental leave can be **extended** by 14 weeks up to a maximum of 46 weeks.

The parental leave can also be extended by partly resuming work, subject to agreement with the manager. This may be utilized, for example, by having a working week of 37 hours divided into 30 working hours and a leave period of 7 hours a week. The parental leave will be extended by the number of working hours of resumed work. The salary will reflect the number of working hours and the local authorities will pay the state benefit rate that the employee is entitled to for the remaining hours.

Part of the 32 weeks of parental leave, namely 8-13 weeks, may be **postponed** to be used in a consecutive period prior to the child reaching the age of nine years. Only one parent can make use of this option. Subject to agreement with the manager, a shorter or longer period of parental leave can be postponed to be used prior to the child reaching the age of nine years.

If an employee wishes to postpone or extend the leave, the employee must give notice of this no later than eight weeks after the child is born. Please note that failure to give notice as required may lead to loss of the leave and of any salary entitlement during the leave.

When the employee wishes to take postponed leave, this must be notified to the manager 16 weeks prior to the commencement of the postponed leave. During the postponed leave, the employee will receive state benefits if any entitlements to state benefits remain, or salary from the Company if the conditions are fulfilled, please see above.

If the leave was postponed during employment with another company, the employee is not entitled to salary. If the leave was postponed by less than eight weeks or more than 13 weeks in agreement with a former employer, the postponed leave can only be taken subject to agreement with the employee's new manager in the Company.

Insurance and pension during leave

The Company continues to pay any agreed insurance and pension contributions during leave periods with full salary. During the same period, the employee's own pension contribution will continue to be deducted and paid into the pension scheme.

During leave periods without remuneration from the Company, no pension contributions will be made; however, the 24-hour accident insurance and insurance coverage of the pension scheme will continue to apply. If the employee has a company car or is entitled to a car allowance in lieu of a car these benefits will continue during the leave.

Holidays earned during leave

The employee earns holiday with pay during periods of leave where remuneration is paid in full or in part by the Company according to the Danish Holiday Act.

Holiday during leave periods

If the employee due to leave is prevented from taking holiday, the employee is entitled to transfer the unused holiday to the next holiday year.

If the employee is also prevented from taking the holiday in the following holiday year the holiday can be paid out to the employee.

Return to Work program (after leave due to childbirth or adoption)

The Return to Work program aims to support parents through allowing a phased reintegration back into work after having been on long leave due to childbirth or adoption. The program provides the option to work only 80% of the employee's contracted hours on full contractual pay for up to 26 weeks.

The Return to Work program is available for all onshore employees who return from a minimum of 18 weeks leave in connection with childbirth or adoption on or after 4th April 2016.

The Return to Work program is only available within the first year of the child's birth or adoption date.

If both parents are employed with the Maersk Supply Service, only one of the parents can choose to make use of the Return to Work Program.

Employees can take one full day off or spread the hours over the week. Employees cannot consolidate the days off, take the days in batches or convert them into monetary allowance.

The Return to Work program must commence immediately upon the employee's return from leave. The program cannot be combined with a leave period and any leave should not be postponed to be taken shortly after making use of the program.

If an employee is off sick or on holiday during the Return to Work program, the program will not be extended. The same applies if the days or hours off fall on a public holiday.

Employees who want to make use of the Return to Work program must report this together with their leave plan within 8 weeks after the birth or adoption as described above under "Leave due to childbirth or adoption".

Unpaid leave

The Company recognises that employees may have a need for leave of absence for personal reasons. The Company offers the possibility for employees to have flexibility in their working conditions, in agreement with their manager.

Furthermore, Danish legislation offers unpaid leave in specific family emergency situations and due to military or public duty.

All unpaid leave must be reported to Payroll via the payportal CoZone.

Personal leave of absence subject to agreement

Unpaid leave of absence for a specific period can be granted by the manager.

The Company does not guarantee reinstatement to a specific job at the conclusion of an unpaid leave period, but will endeavor to identify a suitable position commensurate with the individual's background and qualifications.

All unpaid leave must be approved by the head of the department, and Payroll and HR must be informed about the leave period.

Salary and benefits, including any bonus schemes and Company paid pension contributions, will be discontinued during an unpaid leave period.

Leave due to family emergencies

- **Sickness in the family**
  Employees are entitled to absence without pay where urgent family emergencies such as sickness or accidents require the immediate presence of the employee and until the emergency of the situation has passed. The employee must inform the Company of the absence as soon as possible.

- **Child's hospitalisation**
  Employees are entitled to unpaid leave due to a child's serious illness, provided that the child's illness requires admission to the hospital.

  The employee can apply for state benefits if the leave exceeds 12 days. The employee must inform the Company of the absence as soon as possible.

- **Care for a relative**
  The he Company is required to offer unpaid leave to employees who are engaged by the local authority, according to the Act on Social Services, to care for a closely connected person with substantial and permanent impairment of physical or mental function or serious, chronic or long-term illness subject to certain conditions being met. The absence will be salaried by the local authorities with a fixed amount for a maximum period of six months. Furthermore, the absence must be notified to the Company no later than six weeks prior to the engagement.

  Employees who receive a constant care allowance according to the Act on Social Services in order to care for a closely connected person who wishes to die in his or her own home is entitled to unpaid leave. The employee must notify the Company as soon as an application to the municipality has been submitted.

- **Agreement with the manager**
  Unpaid leave in connection with family emergencies may be granted subject to agreement with the manager.

Public duty

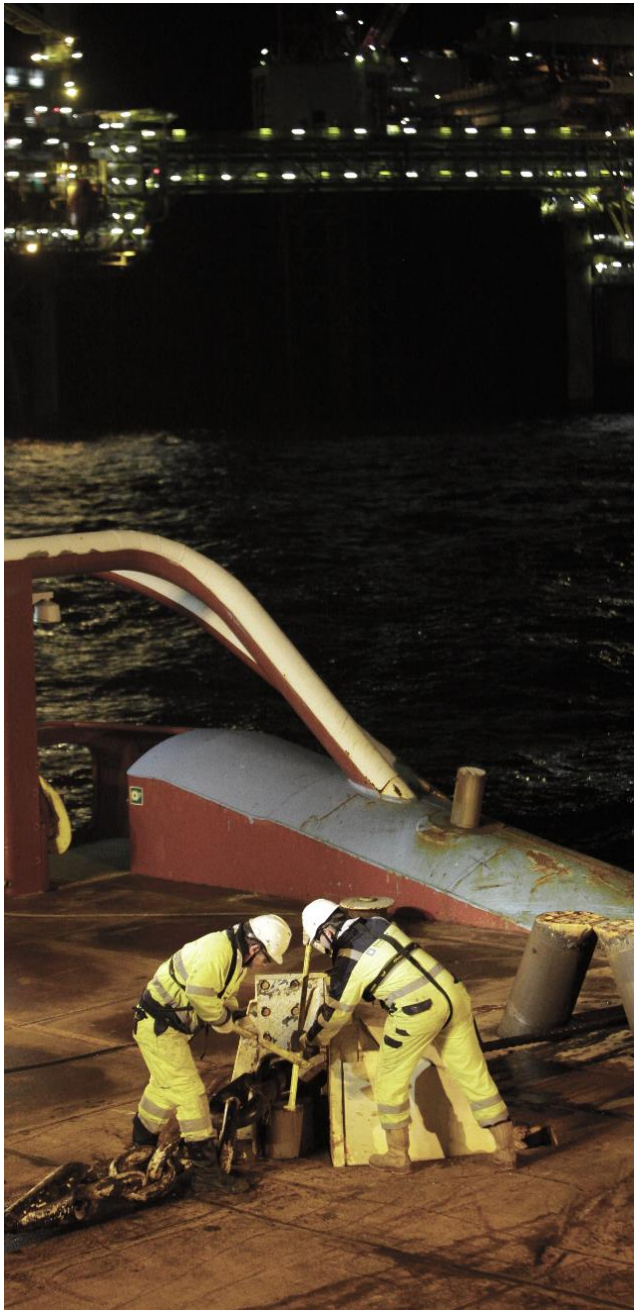
Employees who hold certain public duties, such as members of a municipal council or employees enrolled in jury duty, are entitled to unpaid time off to perform the tasks associated with such duties.

The employee must notify the manager of the duty and provide documentation verifying the duration and extent of the duty.

Military duty

Employees being drafted for military duty are entitled to unpaid leave to fulfil their obligations. The individual is required to notify the manager immediately upon notification from the military and, prior to their leave, employees must provide a copy of the military order or any other documents drafted by the military verifying the duration of the service.

Employees must continue to provide information regarding their military service if the leave needs to be extended beyond the timeframe set forth in the original military order. The leave granted will be without pay and any benefits, as these will be provided by the military body that the employee is attached to. Upon return to the Company, a suitable position will be found for the employee.



Employee behavior

As part of the Core Values and Policies, employees are expected to act in an appropriate and professional manner toward colleagues and when employees engage with customers, suppliers and the community.

Discrimination, harassment and bullying

The Company is committed to maintaining a work environment that is free of discrimination, harassment and bullying based on a person's gender, color, race, religion, national origin, age, physical or mental disability, sexual orientation or other group status.

In keeping with this commitment, discrimination, harassment or bullying of Company employees will not be tolerated whether at the workplace or in any work-related setting outside of the workplace, such as during business trips, business meetings and business-related social events.

Each employee has the duty to ensure that there is no discrimination, harassment or bullying within the Company in any aspect of employment (hiring, transfer, promotion, compensation, termination, etc.).

Any employee who believes that he or she has been harassed, bullied or discriminated against or who has experienced such actions against colleagues should advise management, local HR or a working environment representative immediately. If the employee feels that he or she cannot report internally, the concern can be reported on the Whistle-Blower System.

The Company will act strongly against retaliation of any kind against anyone who complains of discrimination, harassment or bullying or anyone who provides information in connection with the investigation of any such complaints.

Any reported allegations of harassment, bullying or retaliation will be investigated promptly.

If the investigation shows a violation of this policy or other inappropriate conduct, this will result in disciplinary action, up to and including termination of the employment without notice.

Smoking policy

Smoking is prohibited during and after working hours except in areas designated by the Company.

The Company will take prompt and effective disciplinary action against any employee who violates this policy.

Alcohol and drug policy

The Company considers alcohol and drug abuse as a potential hazard to the health, safety and security of employees. The Company is therefore committed to maintaining a work environment that is free from the use and effects of drugs, alcohol and other mood-altering substances.

Furthermore, it is expected that employees will assist in this matter by reporting concerns of reasonable suspicion regarding the use of drugs and/or alcohol in the workplace to their manager or to local HR.

Managers will confront employees who are suspected of having a drug or alcohol-related problem. Where an employee acknowledges that he or she has an abuse problem the Company will take steps, when it can, to give help and treatment to overcome the problem. If an employee denies that neither alcohol nor drugs is the cause of the problem, the case should be treated based on the evidence at hand and may result in disciplinary action up to and including termination of employment without notice.

Prescribed drugs/medicine for private use are obviously permitted at all times.

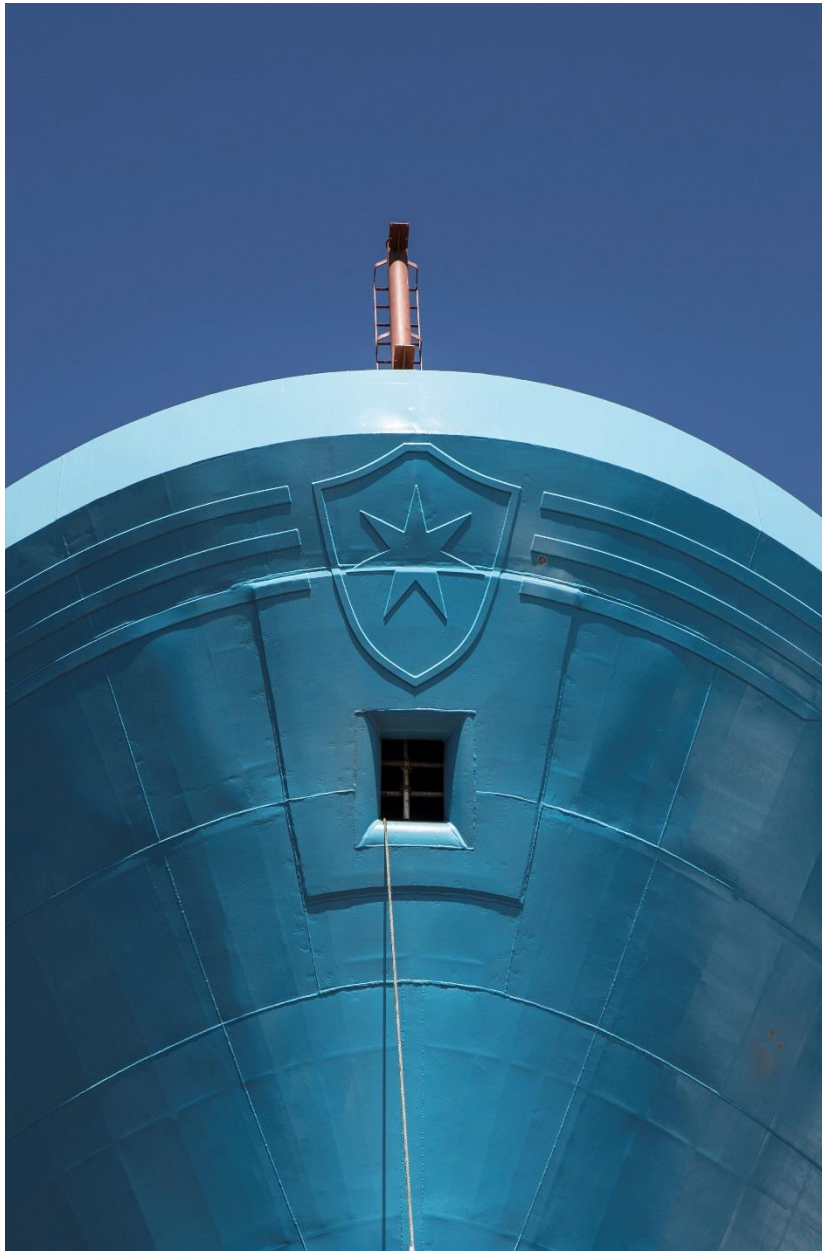
Consumption of alcoholic beverages is tolerated during business lunches, dinners, receptions, business visits, etc., within reasonable limits. This also includes social and business events organized outside of office hours in the name of the Company. Consumption of alcohol should in any of these cases always be based on the employee's good judgment.

Special rules apply to employees assigned to work in specific functions, for example offshore. Such rules are notified to the individual employees separately.

Appearance

We at Maersk Supply Service want to show courtesy towards each other and externals by dressing professionally.
We demonstrate good judgement based on our individual work responsibilities and the situation at hand.

"Our Core Values guide the way Employees behave, make decisions and interact with others."



Work ethics

Conflict of interest

In working for the Company and dealing with current or potential customers, suppliers, contractors, etc., all employees must act in the Company's best interest to the exclusion of personal advantage.

Secondary employment and outside business

Employees may be justified under certain circumstances to assume duties of non-business-like character to be performed after working hours if there is no conflict with the Company's interests and it does not influence the employee's performance.

Employees shall not engage in any activity, business or secondary employment (paid or unpaid) during or after working hours without prior written approval of the manager.

Apart from secondary employment, a conflict of interest could arise from the employee serving as a director, board member, consultant or any other key role in another company.

A conflict of interest could also arise where an employee is a party to a contract with the company or has an interest in an enterprise, or is related to a person who is a party to such a contract.

Should a potential conflict occur, the employee must make prompt and full disclosure of the conflict to their managers who, together with the head of the Business Unit, must review the relationship and either approve or disapprove. If the relationship is not approved, the employee will either correct the situation or the employment will be discontinued.

Gifts from suppliers, customers, etc.

Employees should decline expensive gifts, money, trips or other such offerings from business contacts. This also includes receiving services from suppliers without paying for them.

Gifts such as a bottle of wine, a box of chocolates, cigars, ties or scarves may be accepted if offered. The same applies for gifts received at anniversaries or birthdays which are common for such occasions.

Situations may arise where employees are invited to participate in special events on a business contact's account. In order to avoid concerns about favoritism towards suppliers, and in order to ensure objectivity in dealing with suppliers or business contacts, such hospitality including gifts, entertainment and meals exceeding a value of USD 150 should be recorded in accordance with the registration rules of the employee's Business Unit or otherwise in Legal's "Hospitality Book" on the Legal intranet site. The information should be submitted no later than three working days after the occurrence of the event, but if not practically possible, e.g. due to travel, as soon as possible thereafter.

The information will only be accessible for Legal, top management and the respective head of department.

The recording should not be considered as an approval and does not change any guidelines set out by management or a head of department or normal practices for specific Business Units.

Confidential information

All employees are to exercise total discretion towards any third party on all matters concerning the Maersk Supply Service, its businesses, policies, management and employees.

Confidential information includes, but is not limited to, marketing strategies; Company business operations and conditions; employee information and data; client/customer information; computer software system specifications, designs, access codes and related information and other similar information.

No confidential information may be indirectly or directly disclosed, revealed, shared or removed from Company property to anyone except in connection with an employee's job assignment, and only to the extent authorized by his or her manager. This is a vital consideration for employment. Intentional or unintentional violation of this policy may lead to disciplinary action, termination of employment and/or legal action.

By law this obligation of confidentiality will remain in full force and effect despite the termination of employment. However, this does not apply to any information which is in or comes into the public domain other than through unauthorized disclosure by the employee.

Inside information

Employees who possess information relating to the company which is assumed to have significant influence on the price formation of A.P. Møller - Mærsk A/S securities if published ("Inside Information") are subject to the rules in effect on insider trading referred to in the Danish Securities Trading Act (Værdipapirhandelsloven).

All employees with access to Inside Information are prohibited from, on their own account or on behalf of third parties, trading or encouraging others to trade A.P. Møller - Mærsk A/S securities.

In accordance with the Securities Trading Act, A.P. Møller - Mærsk A/S holds an insider register where employees with access to Inside Information ("Insiders") are registered. Furthermore, the Company has adopted a set of "Internal Rules for Trading with the Company's Securities" applicable to all Insiders. Employees registered in the Company's insider register will be informed hereof and will receive a copy of the Internal Rules for Trading with the Company's Securities. More information is available on the Legal intranet site.

Information and software security

Use of devices, communication and information systems

All employees must be aware of and adhere to the Company's Acceptable Use policies.

Devices such as smartphones, tablet computers, laptops or mobile phones have been provided by the Company for the purpose of conducting company-related business. All communication and information transmitted by, received from or stored in these devices constitute company records and are the property of the Company.

The Company reserves the right, without notice, to limit or restrict any individual's use, or to inspect, record, copy, remove or delete any unauthorized use of its devices and information systems in accordance with the rules on personal data described above, and the full version of the privacy policy.

Personal use of communication systems should be limited to an appropriate level and may not interfere with the employee's work or the work of any other employee, or with the device's or system's operations.

Employees may not use the devices or information systems to create, distribute, store, display, send or facilitate emails, messages, documents, etc. containing illegal or political activities, discrimination, harassment, defamation, solicitation, materials that promote terrorism, obscene or pornographic material, unauthorized download/use of copyrighted materials including software and documentation or anything else that could bring the reputation of the company into question. Such may include, but are not limited to, racial remarks, sexual messages or offensive comments about someone's age, disability, gender, race, religion or belief.

The Internet should be seen as a tool for resolving ordinary daily tasks. Non-work-related usage of the Internet shall not interfere with the employee's performance of his or her daily work. Internet access must be used for purposes that do not conflict with general ethical or legal standards.

Under no circumstances may devices that are connected to the Company network be used to obtain, view or reach any pornographic, illegal or discriminatory internet sites.

Employees should be aware that all devices and information systems may be subject to both legal disclosure requirements in various jurisdictions as well as internal monitoring by the company.

Access to information

Employees are only entitled to access information which they have a work-related need to access. Anyone who has access to information which is irrelevant to his or her work must notify Servicedesk about limiting access rights.

Employees are prohibited from gaining access to another employee's e-mail unless permission was granted to do so. Anyone who receives an electronic communication for which he or she is not the intended recipient must immediately inform the sender that the message was sent improperly and must delete or forward the message from their e-mail account, whichever is more appropriate.

Information Security Standards

Employees must comply with the Information Security Rule and underlying standards that can be found on the intranet under "Commit", including but not limited to:

- Information Classification and Handling
- Physical Security
- IT Technical Security Controls
- Awareness and Culture

Software security

Employees play an important part in ensuring that the Company is compliant with software copyrights and terms.

Employees may not duplicate any licensed software or related documentation for use, either on Company premises or elsewhere, unless expressly authorized to do so with the approval of a supervisor. Employees may not provide the Company's licensed software to anyone outside of the Company without ensuring compliance with applicable software terms.

Employees should be aware that the illegal duplication of software may result in the filing of criminal copyright charges by the owners of the copyrights, and can cause both the employee and the company to be subject to liability.

All software that the company acquires must be purchased by the relevant departments, for example Procurement, Corporate IT and HR IT.

Employees may not deliberately or irresponsibly create, execute, forward or introduce viruses, worms, trojans or software code designed to damage, self-replicate or hinder the performance of the company's network.

Violation of information and software security

In consideration of the company's sensitivity to any breach of security, violation of the above information and software security policies may be regarded as a material breach of the terms of employment, leading to disciplinary action such as a written warning, termination of employment or, in serious cases, termination without notice.

Media and branding

Communication and Branding is the first point of contact for general media enquiries.

The Communication team is responsible for Maersk Supply Service's internal and external communication, including press releases, media handling, company news, and @Maersk Supply Service.

Travel and transportation

Employees must adhere to the travel policy of the company. Employees must follow the Travel Policy and settle travel expenses through the IFS.

The following rules apply:

- Video conference must be used whenever feasible in lieu of travel
- All travel must be booked through the designated travel agency
- All travelers must utilize the designated credit card (currently Citi Mastercard) for their travel expenses
- Employees must comply with the Travel Security Rules which can be found on the intranet.
- Bonus points shall be allotted to the Company if possible. Alternatively, the bonus points can be used to upgrade to economy premium or business class
- Each employee will be responsible for complying with applicable tax regulations.

Travel and entertainment costs

Travel and entertainment costs must be consistent with the needs of the business and the related occasion.

The Company expects employees to act responsibly and professionally when incurring and submitting costs. The Company will cover reasonable expenses on pre-approved business. This includes, for example, travel fares, accommodation and meals. Expenses that are not covered by the Company are, for example, personal clothing, toiletries, reading materials, sport activities, childcare, in-room movies or video games, personal gifts or expenses incurred by partners, children or relatives.

Travel and entertainment costs should be paid by company credit card.

Both the employee who submits and the manager who approves credit card invoices are responsible for the correctness and reasonableness of expenditures.

Both parties should ensure that expense reports are submitted promptly and that receipts and explanations properly support reported expenses in accordance with Maersk Supply Service's guidelines.

International SOS

The company has partnered with International SOS and Control Risks to provide a comprehensive medical and security service that will prepare, advise and assist employees on business travel. Log on to International SOS (member no. 14EYCA093768) or call +44-208-762-8008.

SOS International

For expat, insurance is handled by SOS International. Log on to **SOS International** or call +45 7010 5050.

Prior to travelling, you can call to find out which vaccinations are required or if there is an escalating security risk. The service also covers assistance if you lose your passport or need to see a doctor during travel.

Reimbursement of transportation costs

Transportation is reimbursed by a standard rate when employees use their private car for work purposes. Transportation to and from work is not included.

The standard rate is adjusted by the tax authorities on an annual basis.

Reimbursements are handled by Payroll. The amount reimbursed is not subject to taxation.

MAERSK SUPPLY SERVICE

Work permits and EU residence certificates

Employees who are citizens of countries outside the EU are required to have a residency and work permit. A copy of the work permit must be submitted to the local HR department, and the local HR department must be informed of any changes to the employee's personal circumstances that may affect the validity of the work permit, such as taking up residency in another country.

The employee must also inform the local HR department well in advance before the work permit expires.

If the work permit is not obtained, or if such permit seizes to be valid during the employment, it may have consequences for the individual's employment relationship with the Company.

More information on work permits is available on New to Denmark.

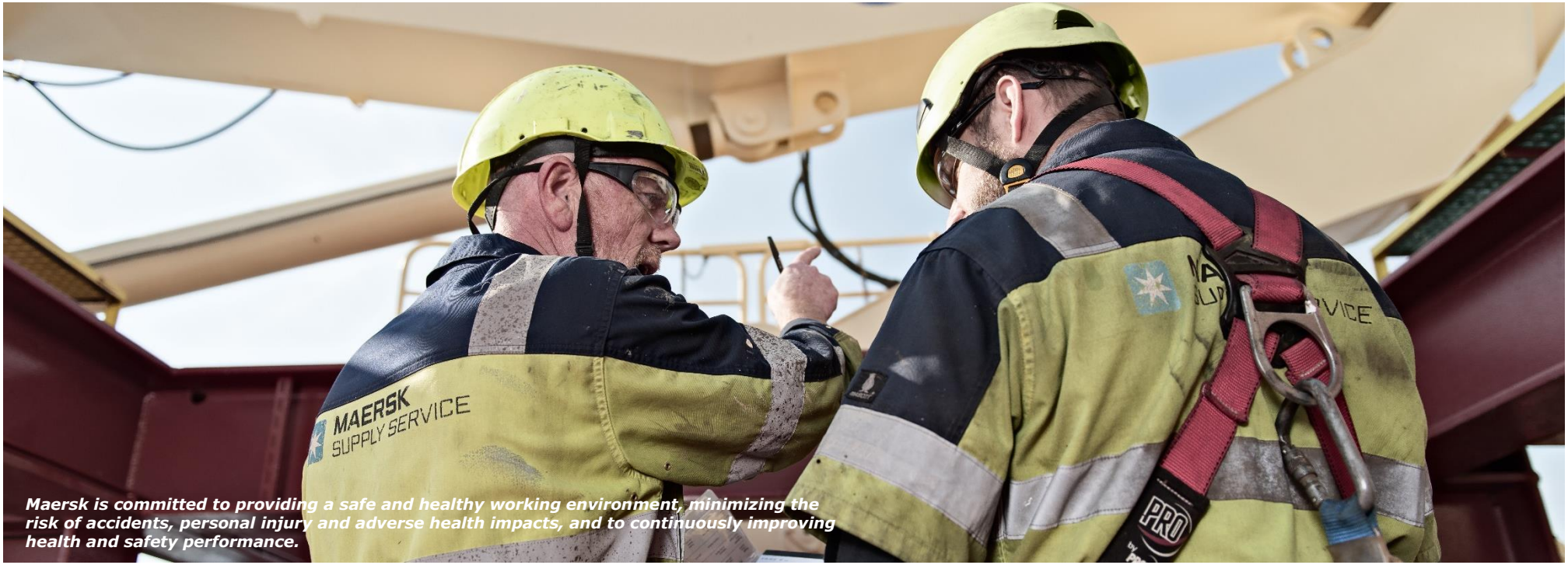
Employees who are EU citizens may freely enter Denmark but must apply for an EU residence certificate that proofs that they are EU citizens and enables them to obtain a civil registration number and health security certificate at the municipality of their residence. Citizens of Norway, Sweden, Finland and Iceland are not required to obtain an EU residence certificate due to a special agreement between the Nordic countries.

Employees residing outside of Denmark

Social security rules state that if an employee residing outside of Denmark is working from home or has even a minor secondary employment in the country of residence, the Company may be required to pay social security contributions or employer taxes to the employee's country of residence, on the full salary paid to the employee for the work performed in Denmark. Due to structural differences in the national tax and social security systems, this can result in considerable additional expense to the Company.

For this reason, employees residing outside Denmark are required not to carry out work from home or take on secondary employment in their country of residence, without prior written consent from the Company. To disregard this will be considered a breach of the duties of the employee towards the Company, which may lead to termination of the employment and a claim against the employee for any social security contributions incurred by the Company.

Workplace safety



Maersk is committed to providing a safe and healthy working environment, minimizing the risk of accidents, personal injury and adverse health impacts, and to continuously improving health and safety performance.

The company sets and complies with its own health and safety standards which will meet or exceed applicable health and safety requirements.

Emergencies and evacuation

Procedures for evacuation and emergencies are location specific and can be found at the Intranet.

All employees have the responsibility to familiarize themselves with the evacuation and emergency procedures of their location.

Working Environment Organization

The company has established a Working Environment Organization with the purpose of securing a safe and healthy working environment in accordance with Danish legislation.

The purpose of the Working Environment Organization is to have a forum for employee influence and engagement in issues relating to the working environment. The Working Environment Organization is responsible for, among other things, ensuring that Workplace Assessments of health and safety conditions in the offices of the company are conducted.

The Copenhagen- and Lyngby-based Working Environment Organization comprises one Main Working Environment Committee, seven Working Environment Committees and several Working Environment Groups consisting of an equal number of employee and management representatives, elected by the employees and appointed by the management respectively.

More information about the Working Environment Organization is available on the intranet.

Queries in respect of the working environment shall as far as possible be handled by the Working Environment Representatives. Exemptions to this include circumstances of an imminent nature, which are to be handled according to emergency procedures.

Physical and psychosocial working environment

The company is strongly committed to protecting the health, safety and welfare of employees, recognizing that both managers and employees have key roles in identifying and reducing the impact of harmful workplace factors in order to prevent occupational stress, among other things.

All employees are expected to seek support and address risk factors in matters relating to the physical and psychosocial working environment with their manager, local HR and/or Working Environment Representatives.

The company will ensure that cases involving physical and psychosocial injuries are handled in an efficient and safe manner.

Employees are enrolled in the Danica Health Insurance scheme and can seek treatment of physical and psychological injuries at a private practitioner as a supplement to the public health system.

Insurance

All employees of the company who are working in Denmark are covered by insurance policies as arranged by Finance.

Insurance policies provided by the company

The insurance policies provided for are the following:

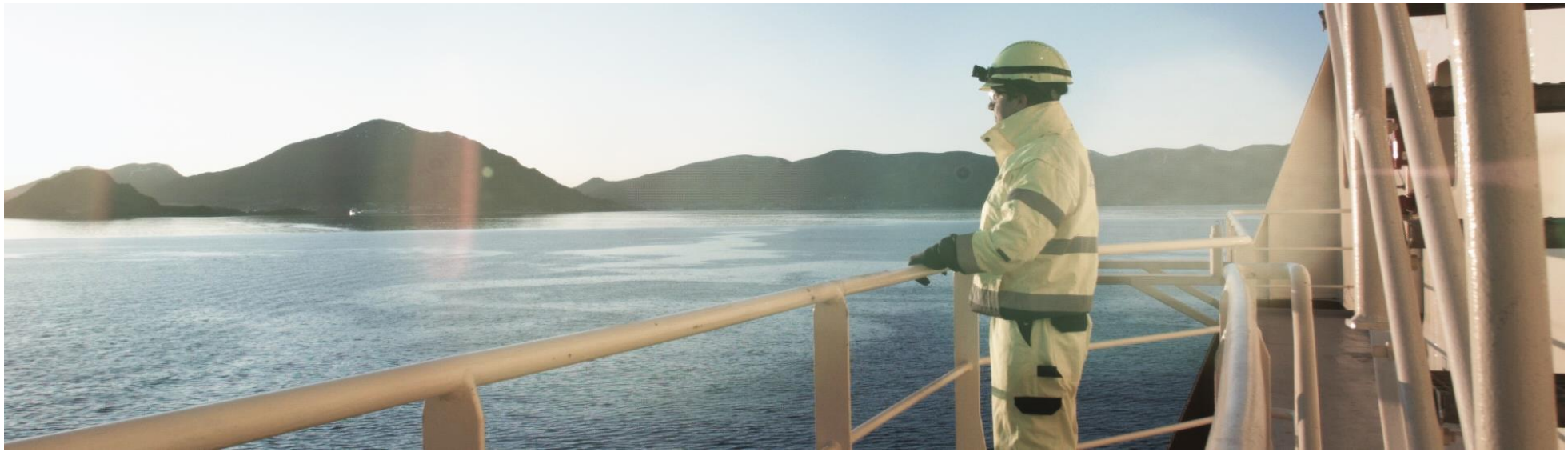
- Accident Insurance covering disability and death, 24 hours a day whether or not at work. The value of
  DKK 29.50 per month is reported as taxable income.
- Occupational Injuries Insurance covering accidents incurred during working hours or as a result of working conditions.
- Travel Insurance covering all employees during business travel.
- Danica Health Insurance covering medical treatment as a supplement to the public health system. The health insurance covers the cost of examinations, treatment and operations carried out at private clinics and hospitals, etc.
  More information can be found on the Health site of Danica Pension.

Personal property

The company accepts no responsibility for the employees' valuables, personal property or money left in the office buildings. This includes items left in wardrobes, common areas where people may pass and cars parked in parking spaces of the company. No insurance cover has consequently been taken out to this effect.

All employees are thus individually responsible for the security and safekeeping of their personal items in the facilities provided.

When leaving the office or relocating to another office, employees must ensure that valuables are safely packed away or locked in personal drawers. Furthermore, no valuables should be left in the building at night, during weekends or during travel and holidays.



Employee engagement

Information and Consultation Committee

The company has established an Information and Consultation Committee with the purpose of ensuring that employees are involved and engaged in the affairs of the company and in the material decisions that affect them.

The representatives of the Information and Consultation Committee are appointed by and among the members of the Working Environment Organization.

Their duties are to represent the employees of the company and to safeguard the employees' interests when they are consulted by the company. The representatives will exchange employees' points of view and expressions of opinion in a dialogue with the company, and will communicate information from the consultations to the employees when deemed necessary. However, the representatives are not authorized to reveal any information which has been expressly provided to them in confidence.

Employees are encouraged to contact any of the Committee members if they have any questions regarding the affairs of the company and/or material decisions that may affect them.

The Company recognizes that performance comes from people – but only when people feel engaged and enabled to perform.

Whistle-Blower System

The company has implemented a whistle-blower system that gives employees a means of reporting possible violations of laws and/or policies. The system provides two main benefits: permitting to learn of wrongdoing and to take action to stop it, and permitting employees and other stakeholders to report genuine concerns about wrongdoing within the company.

When someone violates a law or policy, he or she places and possibly other colleagues at risk, and the sooner that the wrongdoing stops the better it is for everyone involved.

If an employee believes that a violation of law, policy or Governance Commitment has occurred, we encourage the employee to report the concern internally, e.g. to his or her manager or to local HR. If the employee feels that he or she cannot report internally, the concern can be reported on the Whistle-Blower System.

Additional information is available on the intranet.

Leaving the Company

Notice of termination

Rules on notice of termination of the employment relationship are stipulated in the Danish Salaried Employees Act. Any deviations from the legal notice periods must be stated in the employment contract.

Notice of termination shall be given in writing no later than the last day of the month from the end of which the period of notice starts.

Termination by the company

Termination on the part of the company can be due to, among other things, down-sizing/restructuring, breach of contract or by mutual agreement between the employee and the company.

Notice of termination is subject to the seniority of the employee:

Employee seniority	Notice (months)
0-5 months	1
6 months – 2 years and 9 months	3
2 years and 10 months – 5 years and 8 months	4
5 years and 9 months – 8 years and 7 months	5
More than 8 years and 7 months	6

The specific terms of termination will be stipulated in a termination letter or severance agreement issued to the employee in connection with the termination.

Upon the employee's request the company will issue a time letter confirming employment with the company.

Resignation

The notice of resignation on the part of the employee is one month. The resignation must be submitted to the employee's manager or local HR no later than the last day of the month from the end of which the period of notice starts. For example; an employee resigning on 10 April will have her/his last day of work on 31 May.

The local HR department will confirm the resignation in writing and local HR will, depending on the circumstances, set up a resignation interview with the employee in order to discuss the reasons for resigning.

Upon request the company will issue a time letter confirming employment.

Return of property and email accounts

All property belonging to the company must be returned according to the terms of the termination letter or confirmation of resignation. This includes keys, access/ID cards, credit cards, parking card, petrol cards, rebate cards, telephones, laptops/IT equipment, business papers, etc.

The company reserves the right to set-off the value of this property against the employee's salary if not returned within the agreed timeframe.

After the employee's last working day, an automatic email message will be set-up and sent to anyone who sends an email to the employee's email address. The email will inform that the employee is no longer working for the company. The employee's email may be kept open for a period of 12 months after the end of the employment. All emails sent to the account may be forwarded to an administrator account. Access to the email account will merely be granted to a limited number of persons for business related purposes. Private emails will not be forwarded to the employee and the employee is encouraged to delete all private emails and messages before leaving the company.

Holiday when leaving the company

The company is entitled to notify the employee to take holiday during the notice period subject to the rules of the Holiday Act. If the employee is released from his or her duties (garden leave) during the notice period, the company is entitled to consider some or all of any holiday earned during previous years to be taken, depending on the duration of the garden leave. If the garden leave is four months or more, all holiday earned in previous years can be considered taken by the employee.

Any remaining holiday and holiday earned during the on-going year will be settled as holiday allowance at the rate of 12.5% of the holiday entitled pay.

The net value of the holiday allowance will be paid into FerieKonto together with the last salary payment. The holiday allowance will be available for pay out from FerieKonto six weeks after it has been settled.

If the employee retires, the net value will be paid out directly to the employee.

An employee who is leaving Denmark can also have the holiday allowance paid out; provided that the employee no later than the 15th of the month of the holiday payment provides documentation that he/she is deregistered from the Danish National Register of Persons.

All holidays and Additional Vacation Days taken or planned and approved must be updated in the payportal CoZone no later than the 15th of the last month of the employment. Changes after this date must be reported directly to Payroll.

Rehire

Rehire is treated no differently from new employment by the company and rehires are subject to the same recruitment process as other candidates to an open position.

Thorough investigation of past performance, reasons for leaving and the routine background check must come back positive. The former employee's qualifications must be assessed on equal terms with all other candidates for the job.

Individuals who have been away from Maersk Supply Service for less than 12 months will continue their original seniority when rehired by the company, as if employment with the company had not been discontinued, however excluding the period away from the company. This policy does not apply if employment has been terminated by the company and any severance payment, extended notice, outplacement service or other severance terms have been provided in connection with the termination. Instead the new date of employment will serve as the seniority date and the former seniority will be disregarded in any respect.

For individuals rehired after 1 January 2014, who have been away from the company for more than 12 months, the new date of employment will serve as the seniority date and any former seniority will be disregarded in any respect.

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